



Job Opportunity Bulletin

Assistant Consultant in Teacher Preparation

Tenure/Timebase:	Permanent/Full Time
Work Hours:	8:00 am – 5:00 pm
Office/Location:	California Commission on Teacher Credentialing Professional Services Division 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	Range A \$4031 - \$4896 Range B \$4867 - \$5914
Final Filing Date:	February 3, 2006 or until filled
Contact:	Lori Gonzales (916) 324-8004

DUTIES:

Under the direction of the Administrator for Teacher Development, the incumbent is responsible for the following:

- Compile and analyze data on various examination and performance assessments developed and administered by the Commission, including the California Subject Examination for Teachers, the subject matter examination programs and the California Basic Educational Skills Test and other examinations required for licensure. Prepare annual reports on the participation and performance of examinees and assist in developing projections of revenue derived from exam fees.
- Monitor, evaluate and analyze the work of specified contractors who are responsible for the data collection and compilation of background information about participants for the (Bilingual) Cross-Cultural, Language and Academic Development Examinations and the Reading Instruction Competence Assessment. Assist in the preparation of the annual reports for publication.
- Evaluate performance data on various examination programs and performance assessments to formulate and recommend follow-up studies to further investigate the trends of exam performance.
- Assist in the planning and implementation of job analyses, validity studies and standard-setting studies for specified teacher licensure examinations or performance assessments. Coordinate and facilitate the work of advisory panels convened to provide expert advice to the Commission related to the development of teacher licensure examinations and performance assessments, job analyses and validity studies or standard-setting studies.
- Respond to inquiries made by the public and teacher candidates. Write and prepare responses to correspondence from the Governor's office.

CONDITIONS OF EMPLOYMENT:

- Fingerprint Clearance is required

WHO MAY APPLY:

Applications will be accepted from individuals at the Assistant Consultant in Teacher Preparation level, those with transfer eligibility, or individuals with list eligibility. The appointment is subject to the State Restriction of Appointment (SROA) procedures.

DESIRABLE QUALIFICATIONS:

- Ability to communicate clearly and tactfully
- Ability to read and follow written and oral instructions
- Ability to change tasks and work with multiple task assignments
- Good attendance, punctuality, and work attitude

IMPORTANT NOTE:

Interested applicants must submit a State Application (STD 678), to the above address, Attn: Lori Gonzales. All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and RPA No. 06-101 on the front of the application. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.